



To: Robin Desmond, Chief Academic Officer

From: Latifah Phillips, Chief Equity and Engagement Officer

Date: November 12, 2021

RE: Out of State Travel

The Barr Foundation has organized a learning tour for Portrait of a Graduate grant recipients to support the district's successful implementation of its Portrait of a Graduate that was developed through the 2020-21 planning grant. The visit will entail visiting classrooms and meeting with staff who were instrumental in aligning courses and learning experiences with the competencies established within its Portrait of a Graduate. The visit will also enable staff to discuss outreach and input strategies for the roll out and implementation of the district's Portrait.

The learning visit will be to The Young Women's Leadership School of Astoria (TYWLSA). Staff will plan to travel Thursday afternoon, November 18, 2021 and the site visit will take place on Friday, November 19, 2021.

Three members of the Portrait of a Graduate grant implementation team are requesting permission to attend the site visit: 1) Latifah Phillips, Chief Equity and Engagement Officer; 2) Jill Rothschild, Associate Head of School at LHS; 3) Ralph Saint Louis, teacher at LHS.

All costs associated with the travel will be covered by the Barr Foundation.